Team Review

The objective of this assignment is to obtain experience in performing peer reviews.

In business environments, peer reviews are often used as part of job performance evaluations. In this class, they are being used to weight team project grades.

Note: These evaluations are not going to be shared directly with the person you are evaluating. Tara or I may give the content, but not the name of the person doing the evaluating, to the person being evaluated.

Take the following steps:

1. **Review the performance of your teammates over the semester.**
   
   In reviewing each team member, remember that they may have focused on different parts of the project. For example, your team may include a very talented writer who wrote most of the documents for the project but did almost no contribution toward the implementation. This person provided valuable skills to the project throughout the semester.

   Consider the following factors:
   
   - Kind of contribution
   - Quality of contribution
   - Effectiveness in working with other team members
   - Total effort put toward the project

2. **Identify your teammates’ best contributions and what improvements are needed.**

   Give praise where it is due. It is valuable for a person to know what he/she is doing well: so that s/he knows to continue doing these things and feels good about him/herself.

   No one is perfect. There is always something that could be done better. Determine what would have improved your teammates’ contributions. When critiquing teammates, remember that the objective is to help them improve. Be respective and constructive.

**Deliverable**

Fill out one copy of the evaluation form for each teammate, and one Relative Rating form that rates all your team members together.
Teammate Evaluation Form  
CS160 Spring 2005 Project

Your name:

Name of teammate being evaluated:

Teammate’s best contributions toward the project:

What could be improved in your teammate’s contribution toward the project?

On the following scale, rate the overall contribution made by your teammate toward the project. (Circle one.)

1) Excellent
2) Good
3) Average
4) Weak
5) Poor
Teammate Evaluation Form
CS160 Spring 2005 Project

Your name:

Name of teammate being evaluated:

Teammate’s best contributions toward the project:

What could be improved in your teammate’s contribution toward the project?

On the following scale, rate the overall contribution made by your teammate toward the project. (Circle one.)

6) Excellent
7) Good
8) Average
9) Weak
10) Poor
Teammate Evaluation Form
CS160 Spring 2005 Project

Your name:

Name of teammate being evaluated:

Teammate’s best contributions toward the project:

What could be improved in your teammate’s contribution toward the project?

On the following scale, rate the overall contribution made by your teammate toward the project. (Circle one.)

11) Excellent
12) Good
13) Average
14) Weak
15) Poor
Teammate Evaluation Form
CS160 Spring 2005 Project

Your name:

Name of teammate being evaluated:

Teammate’s best contributions toward the project:

What could be improved in your teammate’s contribution toward the project?

On the following scale, rate the overall contribution made by your teammate toward the project. (Circle one.)

16) Excellent
17) Good
18) Average
19) Weak
20) Poor
Teammate Evaluation Form
CS160 Spring 2005 Project

Your name:

Name of teammate being evaluated:

Teammate’s best contributions toward the project:

What could be improved in your teammate’s contribution toward the project?

On the following scale, rate the overall contribution made by your teammate toward the project. (Circle one.)

21) Excellent
22) Good
23) Average
24) Weak
25) Poor
Your name:

Instructions:

Assign points to rate the relative contribution your teammates.

If you are in a team with 4 other people (i.e., excluding yourself), you have a total of 12 points. If you are in a team with 5 other people, you have 15 points.

From this set of points, assign points to each teammate based on their contribution toward the project. The more points assigned to a teammate, the better you have rated his/her contribution.

The sum of the points assigned across all your teammates cannot exceed the total you started with (either 12 or 15), though you do not need to use all the points.

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<th>Teammate Name</th>
<th>Relative Rating</th>
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